



PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 28 FEBRUARY 2023 RE: **CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF VARIOUS OFFICE FURNITURE AS SPECIFIED UNDER PURCHASE REQUEST NO. 107-02-2023**, HELD AT THE PAO CENTRAL OFFICE AND VIA ZOOM VIDEO CALL MEETING

RESOLUTION

RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF VARIOUS OFFICE FURNITURE, AS SPECIFIED UNDER PURCHASE REQUEST NO. 107-02-2023, FOR PAO-CENTRAL OFFICE, SUPPLY-SECTION, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184

WHEREAS, the Public Attorney's Office (PAO) is committed to adhere to the State's Policy of securing and maintaining the trust and confidence of every Filipino, by upholding transparency, good governance and anti-corruption measures;

WHEREAS, the aforementioned Office is in urgent need of the supply for the subject items as described in detail in above stated purchase request to ensure unhampered performance of its duties and to prevent delays in its daily transactions;

WHEREAS, the aforementioned end-user unit forwarded a letter request for small value procurement to the PBAC for the subject item;

WHEREAS, there is an approved budget for the contract of the subject procurement with a total amount of Six Hundred Eight Thousand and Five Hundred Pesos (Php 608,500.00)¹;

WHEREAS, since the pursuit of a competitive bidding will result in the award of the contract only after the lapse of one hundred twenty (120) days from the start of the procurement process, said period may not be responsive to the immediate need of the Office


WHEREAS, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, BAC Member Atty. Alem Abeya moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly seconded by BAC Member Atty. Ronald Macorol;

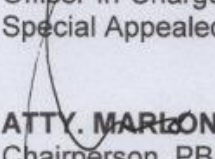
NOW THEREFORE, WE, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), **HEREBY RESOLVE TO**


¹ Approved Budget for the Contract from the Financial Planning and Management Service

RECOMMEND TO THE HEAD OF THE PROCURING ENTITY, THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF PROCUREMENT OF VARIOUS OFFICE FURNITURE, AS SPECIFIED UNDER PURCHASE REQUEST NO. 107-02-2023, FOR PAO-CENTRAL OFFICE, SUPPLY-SECTION, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184


APPROVED this 28th day of February 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.



ATTY. RONALD R. MACOROL
Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit

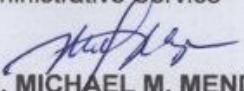

ATTY. MARLON BUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-NCR

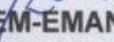

DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

Acceded By: (The TWG)


MS. ALMA E. DUMAGO-LATOSA
Head, Technical Working Group (TWG)
Director II
Financial Planning and Management Service

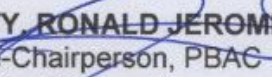

MR. THOR ARTHUR B. AVILLA
Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service



MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

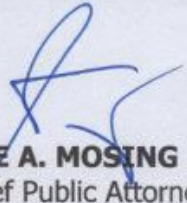

ATTY. ALEM-EMAN CHISUM L. ABEYA
Public Attorney III
Member, PBAC
Executive Support Staff

On Official Business

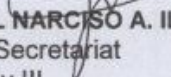
ATTY. RIGEL A. SALVADOR
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service

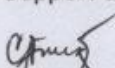

ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Public Attorney IV
Officer-In-Charge
Legal Research Service

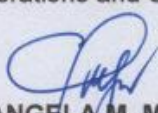
Approved: 
**For and by the authority
Of the Chief Public Attorney**



SILVESTRE A. MOSING
Deputy Chief Public Attorney

Prepared By: (The Secretariat)


ATTY. MIGUEL NARCISO A. ILAGAN
Head, PBAC Secretariat
Public Attorney III
Executive Support Staff


MS. CATALINA M. NUÑEZ
Member, PBAC Secretariat
Statistician II
Field Operations and Statistics Service


ENGR. ANGELA M. MARAMAG-PRADO
Member, PBAC Secretariat
Computer Programmer I
General Services Division
Administrative Service


MR. CHRISTIAN A. BACAYCAY
Member, PBAC Secretariat
Administrative Assistant III
Administrative Service



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Bldg, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

Trans. No. 2023-02-010

February 13, 2023

ATTY. MARLON E. BUAN

Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-NCR

Sir:

Attached herewith is the approved Purchase Requests needed by **PAO-Central Office (Supply Section, for distribution):**

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	107-02-2023	1. Executive Chair	55	pcs.		
		2. Clerical/Swivel Chair	15	pcs.		
		3. Office Table (small)	37	pcs.		
		4. Office Table (59x24.5)	2	pcs.		
		5. Filing Cabinet	15	pcs.		
		(vertical, 4-drawer)				
		6. Gorilla Rack (4 layers)	8	pcs.		

TOTAL: 608,500.00

Prepared by:

DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

ATTY. DEMITEER U. HUERTA
Public Attorney IV/OIC
Administrative Service





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DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
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13 February 2023

ATTY. MARLON BUAN

Regional Public Attorney
Chairperson, PBAC
PAO-NCR and concurrent
District Public Attorney
Manila District Office

**RE: Request for Small Value Procurement of
VARIOUS OFFICE FURNITURE
for PAO-SUPPLY SECTION (for distribution)**


ATTY. BUAN:

In compliance with the Implementing Rules and Regulations of Republic Act No. 9184, the Public Attorney's Office through the undersigned respectfully requests for the small value procurement of the following item detailed as follows:


Item No.	DESCRIPTION	QTY.	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Various Office Furniture (please refer to PR# 107-02-2023)	lot	608,500.00		608,500.00
Grand Total			608,500.00		608,500.00

For your consideration.

Respectfully yours,


CARMELA L. FLORENDO
OIC, PAO Supply Section

Noted by:


ATTY. DEMITEER U. HUERTA
Public Attorney IV
OIC, Administrative Service



REPUBLIKA NG PILIPINAS
PUBLIC ATTORNEY'S OFFICE
TANGGAPAN NG MANANANGGOL NG BAYAN
KAGAWARAN NG KATARUNGAN

DOJ-Agencies Bldg., NIA Rd., cor. East Ave. 1104 Diliman, Quezon City
Telephone Nos. 929-90-10/929-94-36 Fax No. 927-68-10/926-28-78

Bids and Awards Committee

TERMS OF REFERENCE (TOR)

**VARIOUS OFFICE FURNITURES AND FIXTURES
FOR THE USE OF PUBLIC ATTORNEY'S OFFICE FOR FY 2023
(PURCHASE REQUEST NO. 107-02-2023)**

(Through Small Value Procurement Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **SIX HUNDRED EIGHT THOUSAND FIVE HUNDRED PESOS ONLY (Php 608,500.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

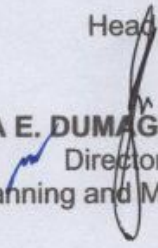
	ITEM	Unit	QTY	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
1	Executive Chair <ul style="list-style-type: none">- Standard- High back arm rest- Heavy duty	Piece	55	One Time	15 calendar days
2	Clerical/Swivel Chair <ul style="list-style-type: none">- Standard- Mid back with arm rest- Heavy duty	Piece	15	One Time	15 calendar days
3	Office table small <ul style="list-style-type: none">- Length: 60CM- Width: 120CM- Height: 66CM	Piece	37	One Time	15 calendar days
4	Office table <ul style="list-style-type: none">- Length: 66CM- Width: 122CM- Height: 76CM	Piece	2	One Time	15 calendar days
5	Filing cabinet <ul style="list-style-type: none">- Standard- Vertical- Steel	Piece	15	One Time	15 calendar days

	- 4 drawers				
6	Gorilla rack - Standard - Vertical - Steel - 4 layers	Piece	8	One Time	15 calendar days


February 24, 2023


TECHINICAL WORKING GROUP:

Head:


ALMA E. DUMAGO – LATOSA
Director II
Financial Planning and Management Service

Members:


THOR ARTHUR B. AVILA
Administrative Officer V
Human Resource Management and Development Division
Administrative Service


MICHAEL M. MENDOZA
Administrative Assistant III
Cash Section
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13 February 2023

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Regional Public Attorney
Chairperson, PBAC
PAO-NCR and concurrent
District Public Attorney
Manila District Office

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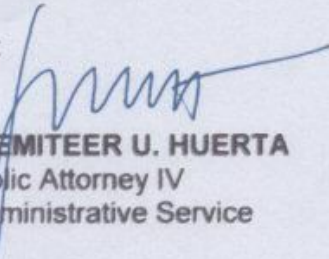
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Grand Total			608,500.00		608,500.00

For your consideration.

Respectfully yours,


CARMELA L. FLORENDO
OIC, PAO Supply Section

Noted by:


ATTY. DEMITEER U. HUERTA
Public Attorney IV
OIC, Administrative Service

Consolidated PRs for Furniture and Fixtures

1st batch (2023 & 2022 requests)

ITEMS	ORIGINAL PR	REQUESTED BY:	# of units	ESTIMATED COST (PER UNIT)	TOTAL COST
1) EXECUTIVE CHAIRS (high back with arm rest, heavy duty)					
Muntinlupa D.O.	977-10-2022	Atty. Betsie A. Ferniz	2		
Quezon City D.O.	830-08-2022	Atty. Mark Oliver C. Asis	13		
Caloocan City D.O.	804-08-2022	Atty. Davidson T. Sarmiento	3		
FOSS	769-08-2022	Atty. Rigel A. Salvador	3		
SACS	714-07-2022	Atty. Ronald R. Macorol	19		
Manila D.O.	664-07-2022	Atty. Mario T. Dionisio	15		
NCR RO	-	Atty.	19		
			55	4,500.00	247,500.00
2) CLERICAL/SWIVEL CHAIRS (midback with arm rest, heavy duty)					
MIMAROPA Regional Office	1005-10-2022	Atty. Howard B. Areza	2		
Legal Research Service (LRS)	794-08-2022	Atty. Ronald J. P. Nieves	4		
Valenzuela D.O.	672-07-2022	Atty. Dennis C. Kuong	3		
HRMDD	650-07-2022	Atty. Demiteer Huerta	3		
ESS	025-01-2023	Atty. Revelyn V. R. Dacpano	3		
			15	3,000.00	45,000.00
3) OFFICE TABLE (size: L-60cm, W-120cm., H-66cm)					
Quezon City D.O.	830-08-2022	Atty. Mark Oliver C. Asis	16		
Caloocan City D.O.	804-08-2022	Atty. Davidson T. Sarmiento	2		
FOSS	767-08-2022	Atty. Rigel A. Salvador	3		
Manila D.O.	664-07-2022	Atty. Mario T. Dionisio	15		
MIMAROPA RO	-	Atty. Howard Areza	1		
			37	4,500.00	166,500.00
4) OFFICE TABLE (size: L-66cm, W-122cm., H-76cm.)					
Supply Section	-	Ms. Jelyn Santos	1		
		Mr. Andrian Marasigan	1		
			2	8,000.00	16,000.00
5) FILING CABINETS (vertical, 4-drawer, steel)					
Payroll Section	1033-11-2022	Atty. Demiteer Huerta	1		
ICT Room (Admin. Service)	679-07-2022	Atty. Demiteer Huerta	1		
SACS	033-01-2023	Atty. Ronald R. Macorol	4		
FOSS	046-01-2023	Atty. Rigel A. Salvador	3		
LRS	045-01-2023	Atty. Ronald J. P. Nieves	4		
MIMAROPA RO	045-01-2023	Atty. Ronald J. P. Nieves	2		
			15	6,500.00	97,500.00
6) GORILLA RACK (4-layer, steel)					
NCR Regional Office	888-09-2022	Atty. Marlon E. Buan	6		
SACS	033-01-2023	Atty. Ronald R. Macorol	2		
			8	4,500.00	36,000.00
					608,500.00